



Library Assistant Director

Class Code:
2035

Bargaining Unit: Non-Classified Positions

CITY OF IDAHO FALLS
Established Date: Dec 7, 2009
Revision Date: Oct 16, 2018

SALARY RANGE

\$34.92 - \$48.93 Hourly
\$2,793.60 - \$3,914.40 Biweekly
\$72,633.60 - \$101,774.40 Annually

GENERAL PURPOSE:

Works closely with the Library Director to perform a variety of professional administrative and managerial duties related to planning, organizing and directing the City library system.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

Provides close to general supervision to library staff, including, Branch personnel, Library Supervisors, Librarians, Technical Assistants, temporary, seasonal or volunteer personnel.

ESSENTIAL FUNCTIONS:

Planning & Policy Making: Works closely with the Director and Library Board to develop long-range plans to ensure the library's mission and goals are implemented through the oversight and performance of a wide range of administrative and technical duties requiring full performance knowledge of the major functions of a public library system. Assists Director in planning, organizing, directing and coordinating the day-to-day operations of the city library. Assists Director in developing, recommending and implementing policies;

analyzing efficiency and effectiveness of overall delivery of library services.

Library Services: Assists Director in overseeing operational issues as they arise; works closely with Director to plan, organize, control, integrate and evaluate the services provided by the city library; works closely with Director to develop, implement and monitor work plans to achieve library board goals and performance measures; may oversee, manage and/or direct the development, implementation and evaluation of library programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with professional best practices.

Represents the Library by attending various public and Board Meetings.

Oversees and evaluates the selection and maintenance of library materials and ensures that materials meet the needs of the city.

Works closely with the Library Director to direct the development and implementation of a long-range technology plan for the library operations. Under direction from the Director may confer with technology-related staff, contractors and state personnel to ensure communication equipment and programs effectively support the library's mission and operations.

Oversees branch libraries including operational issues as they arise; plans, organizes, controls, integrates and evaluates the services provided by the branch libraries; develops, implements and monitors work plans to achieve library board goals and performance measures; oversees, manages and/or directs the development, implementation and evaluation of library programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with best practices.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Graduation from college with an American Library Association (ALA) accredited Master of Library Science (MLS) or Mater of Library and Information Science (MLIS) degree; AND B. Eight (8) years of experience performing above of related duties;
OR C. Equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participatory leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff

utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. Considerable knowledge of computer technologies affecting the future of library operations and services.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implements cooperative problem-solving processes; anticipates changing needs for services and facilities; operates personal computer and various software applications for word processing, collection management, library systems and spread sheet information; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

Must be a certified Librarian (administration, collection development, cataloging, referencing).

Valid Idaho Driver's License.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing necessary to the performance of most duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

DISCLAIMER:

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.